



JOINT PERMIT APPLICATION



U.S. ARMY CORPS OF ENGINEERS (USACE)
Detroit District Office
Phone: 313-226-2218, Fax: 313-226-6763
Website: www.lre.usace.army.mil

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ)
Land and Water Management Division (LWMD)
Phone: 517-373-9244, Fax: 517-241-9003
Website: www.michigan.gov/deg

The MDEQ, LWMD, regulates activities under the following Parts of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The regulated activities are summarized in Appendix D. The complete statutes and rules can be downloaded from our website at www.michigan.gov/jointpermit.

- Part 301, Inland Lakes and Streams
- Part 303, Wetlands Protection
- Part 325, Great Lakes Submerged Lands
- Floodplain Regulatory Authority found in Part 31, Water Resources Protection
- Part 353, Sand Dunes Protection and Management
- Part 323, Shorelands Protection and Management
- Part 315, Dam Safety

The USACE has the authority to regulate activities within the waters of the United States under the following statutes:

- Section 10, Rivers and Harbors Act of 1899 (33 U.S.C. 403)
- Section 404, Clean Water Act of 1977 (33 U.S.C. 1344)

DIRECTIONS for completing the Joint Permit Application

For additional guidance go to the “Joint Permit Application Training Manual” link on our website at www.michigan.gov/jointpermit.

Complete all items in Sections 1 through 9 on pages 1 and 2 of the application:

Make sure you:

- ☐ Provide the Township, Range, Section, and Property Tax Identification Numbers required in Section 1.
- ☐ Provide the requested information for all adjacent and impacted property owners in Section 8.
- ☐ Print your name and sign and date your application in Section 9. If applicant is a corporation, include title of authorized representative.
- ☐ Provide a letter of authorization if the legal property owner is not the individual who signs the application. A letter of authorization is a letter from the legal landowner(s) authorizing the applicant or agent to apply for the project. The letter should include the signature from landowner, the project site address, and a brief project description.

Complete project-specific information:

- ☐ Complete items in Sections 10 through 21 on pages 3 through 7 that apply to your project. Follow the instructions at the beginning of each section. The instructions for each sample drawing in Appendix B indicate the application sections you will most likely need to complete. Utilize the application form as much as possible before adding attachments to save on paper resources and to make the review more efficient.

Provide maps and drawings with adequate detail for review. Refer to Appendix B of the application and/or www.michigan.gov/jointpermit for sample drawings.

- ☐ Vicinity Map:
 - A map to the proposed project location that includes ALL streets, roads, intersections, highways, or cross-roads to the project. Include written directions from a well-known landmark or major intersection (do not assume field staff know where your project is).
- ☐ Project Site Plan:
 - Overhead drawings of the proposed project are required.



- ☐ Section Views (cross and profile) include:
 - Cross sectional drawings of the proposed projects are required.
- ☐ Provide descriptive photographs of the proposed work site showing vegetation if wetlands are involved or the shoreline for shore protection projects. All photographs must be labeled with your name and date of photograph, indicate what they show, and be referenced to the site plan. Proposed activities or structure(s) may be indicated directly on the photographs using indelible markers or ink pens. Provide aerial photographs 1:400 or larger for major projects.
- ☐ Provide reproducible versions of maps and drawings if the originals are supplied in color.
- ☐ Elevation data must include a description of the reference point or benchmark used and its corresponding elevation. For projects on the Great Lakes or Section 10 Waters, elevations must be provided in IGLD 85. For observed Great Lake water elevations in IGLD, visit the USACE website under "water levels". If elevations are from still water, provide the observation date and water elevation. On inland sites, elevations can use NAVD 88, NGVD 29, a local datum or an assumed bench mark. The state building code requires an Elevation Certificate for any building construction or addition in the floodplain. A sample form can be found at www.fema.gov/nfip/elvinst.shtm

Flagging/staking project sites and project impacts:

- ☐ Flag the area for site inspection including the property corners, proposed road or driveway centerlines, and areas of proposed impacts. Site must be flagged at the time the application is submitted. A site visit will not be completed or action taken if the project is not flagged.

To prevent processing delays, make sure all the following items are mailed to the LWMD at the address below, label each attachment with applicant's name and date:

- ☐ Pages 1 and 2 of the application.
- ☐ Pages 3 through 7, as applicable, of the application. Do not submit blank application pages. Submit only those pages where you have provided information.
- ☐ The Site Location Map, Overall Site Plan, Plan View and Cross-Section Drawings, and additional information sheets on 8.5 x 11, 11 x 14, or 11 x 17 standard weight paper suitable for photocopying for public notice purposes. Aerial photographs do not substitute for site plans. If larger drawings or blueprints are required to show adequate detail for review, you may also submit 5 full size copies.
- ☐ An authorization letter from the property owner if someone other than the property owner is signing the application.
- ☐ A check made payable to the **State of Michigan**. Fees range from \$50.00 to \$4,000.00 depending on the type of project. Refer to Appendix C of the application and/or visit our website at <http://www.michigan.gov/jointpermit> to determine the appropriate fee for your project.

- ☐ Mail to:

**MDEQ
LWMD-PCU
P.O. BOX 30204
LANSING, MI 48909-7704**

DEQ-LWM-PCU@michigan.gov

- ☐ Public Agencies eligible to receive federal and/or state transportation funding for a project involving public roadways, non-motorized paths, airports, or related facilities, do not require an application fee and should be submitted to:

**MDEQ
LWMD-TFHU
P.O. Box 30458
Lansing, MI 48909-7958**



APPENDICES

Appendix A:	Acronyms and Abbreviations	A-1
Appendix B:	General Instructions for All Drawings and Sample Drawings	
	1. General Instructions for all Drawings and Sample Site Location Maps	B-1
	2. Inland Lake Shore Protection	B-2
	3. Bulkhead/Seawall	B-2
	4. Pond Construction	B-3
	5. Floodplain Fill.....	B-3
	6. Wetland Boardwalk.....	B-4
	7. Dredging Project.....	B-4
	8. Driveway Across Wetland.....	B-5
	9. Residential Wetland Fill and Boardwalk Construction.....	B-5
	10. Docks - Piers - Mooring Piles	B-6
	11. Beach Sanding	B-6
	12. Pipe/Utility Crossings in a Trench.....	B-7
	13. Pipe/Utility Crossings using Directional Bore	B-7
	14. Bridge or Culvert (4 drawings).....	B-8
	15. Dam Construction	B-12
	16. Water Intake	B-12
	17. Great Lakes Shore Protection	B-13
	18. Maintenance Dredge Channel.....	B-13
	19. Proposed Residence in a High Risk Erosion Area	B-14
	20. Proposed Residence in a Critical Dune Area	B-14
	21. Marina Site Plan	B-15
	22. Outlet Pipe	B-16
	23. Temporary Logging Road Crossing	B-16
Appendix C:	State Fees, Federal Fees, Minor Permit and General Permit for Minor Activities Categories	C-1
Appendix D:	State Authority, Federal Authority, Privacy Act Statement, and State and Federal Penalties.....	D-1
Appendix E:	Glossary (listed words are italicized in the application package)	E-1
Appendix F:	Joint Permit Application Withdrawal Guidance	F-1

Application status can be viewed on the MDEQ website at www.deq.state.mi.us/CIWPIS. Once the MDEQ/LWMD has received the information necessary for review of the project, **including drawings that have adequate detail for review** and the **full application fee**, the file will be reviewed for final processing. A mailed postcard or a public notice will provide the file number and the telephone number of the office where the application is being processed. The review time to determine if an application is complete for processing ranges from 15 to 30 days. Technical processing times may range from 60 to 90 days. Processing times will be longer if a public hearing is held. A LWMD staff person from your local District/Field Office may visit the project site and may request additional information prior to a decision on the permit. Fees are not refundable on files once a site visit is held, a public notice is posted, or an action is taken, including closure of a file due to no response to a correction request after 30 days. Applications can be reopened within 180 days of an initial correction request, if all the information requested is provided. The application file will be permanently closed if all of the requested information is not provided within 180 days of the first correction request. A new application can be submitted after 180 days, but fees are not transferable.

If a federal permit will also be required, a copy of the permit application will be sent to the Detroit District Office, USACE, for processing at the federal level. Additional copies of this application form can be downloaded from the MDEQ website at www.michigan.gov/jointpermit or can be photocopied from the original. If you have any questions about the permitting process or if you need to modify your application, you can contact the LWMD by phone, fax, at the addresses on the previous page, or email at DEQ-LWM-PCU@michigan.gov.